

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
CHILDREN SYSTEM OF CARE  
CHILD WELFARE DIVISION**

**TRANSFER OPPORTUNITY**



**INTERMEDIATE TYPIST CLERK**

The Child Welfare Division is seeking an enthusiastic, motivated, experienced individual to fill the position of Intermediate Typist Clerk to provide clerical support to Multidisciplinary Assessment and Treatment (MAT) program. The Multidisciplinary Assessment and Treatment (MAT) Program is a collaborative effort between the Department of Mental Health (DMH) and Department of Children and Family Services (DCFS) designed to ensure immediate and comprehensive psychosocial assessment of child/family needs when a child enters foster care. The person selected for this position will be located at the 600 Commonwealth office. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

**EXAMPLE OF DUTIES:**

- Provide direct clerical support to the unit supervisors and other staff in the Child Welfare Division (faxes, photocopies, filing, memos etc.)
- Utilize MS Excel to maintain spreadsheets that are updated on a weekly basis.
- Utilize MS Outlook to communicate with MAT Coordinators and Psychologists in the 8 Service Areas regarding MAT related updates.
- Assist with the planning (tracking RSVPs, sending confirmation emails, reserving equipment, creating sign-in sheets), set-up, and registration for monthly meetings and scheduled trainings.
- Special assignments, as needed.

**DESIRABLE QUALIFICATIONS:**

- Strong administrative and organizational skills.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Skilled in working with MS Office, i.e., Word, Excel, PowerPoint, and Outlook.

Interested applicants who are currently holding the payroll title of ITC may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, January 17<sup>th</sup>, 2014** to:

**Anabel Rodriguez, Mental Health Clinical Program Head**

**Telephone: (213) 739-5474**

**Fax: (213) 252-0239**

**[ANRodriguez@dmh.lacounty.gov](mailto:ANRodriguez@dmh.lacounty.gov)**

**600 S. Commonwealth Ave., 6th floor, Los Angeles, CA 90005**